

GROUP INSURANCE SPECIALIST

PURPOSE AND NATURE OF WORK

This is responsible clerical work in processing insurance claims in accordance with Consolidated Government policy. Work responsibilities include reviewing, analyzing, and applying insurance plan information as well as compiling insurance data for various reports. Work is performed under the general supervision of the Group Insurance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Processes insurance claim forms in order to verify coverage and completeness of forms; applies insurance rulings to determine claim payments. Gathers information from employees and their dependents regarding initial insurance coverage. Performs routine clerical work in the printing and issuing of checks and the maintenance of current files on all employees, dependents, and retired employees. Gathers information for the preparation of reports. May prepare various reports as necessary. Collects insurance premiums for retired and contract employees, and balances monies received. Validates and issues insurance policies to new employees. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of health insurance claim processing principles and practices.
Knowledge of the laws and City-Parish policies and regulations applicable to the settlement of insurance claims.
Knowledge of modern office practices, procedures, and equipment including standard clerical techniques.
Ability to apply accounting and bookkeeping principles to the maintenance of fiscal and insurance records.
Ability to make moderately complex arithmetic computations and tabulations rapidly and accurately.
Ability to orally express ideas clearly and concisely to individuals.
Ability to establish and maintain effective working relationships with superiors, employees, and others.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by experience in group health/life insurance claim processing; or any equivalent combination of training and experience.